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Uploading Budget Templates in Hyperion

Version: 8.0 Updated: 09/25/2023

Purpose

This Supplemental Job Aid provides instructions to upload a Budget Request (BR).

Table of Contents

Target Audience

All FI$Cal roles with write access to the Hyperion Planning Application.

Key Points

Note that using upload templates is likely most effective or efficient when a user has more than 20 lines of budget data to enter for a request (such as multiple appropriations, programs, fund sources, or categories of spending data). The four BR types for which upload templates can be used are: Baseline Budget Adjustment (BBA), Budget Change Proposal (BCP), Enrollment, Caseload, and Population (ECP), and Revenues, Transfers, and Loans (RTL). There are separate and distinct upload templates available from your respective Department of Finance (Finance) Budget Analyst or by subscribing to Finance’s Budget Operations mailing list for each of these BR types (exception: ECP BRs use the BCP upload template).

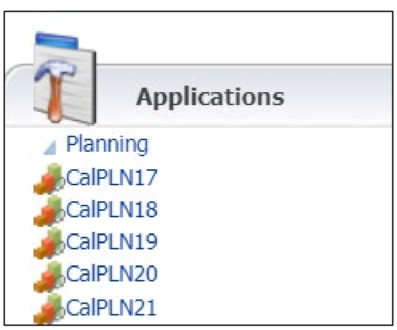
To subscribe to the Budget Operations mailing list, register here:

Subscribe to Budget Operations emails

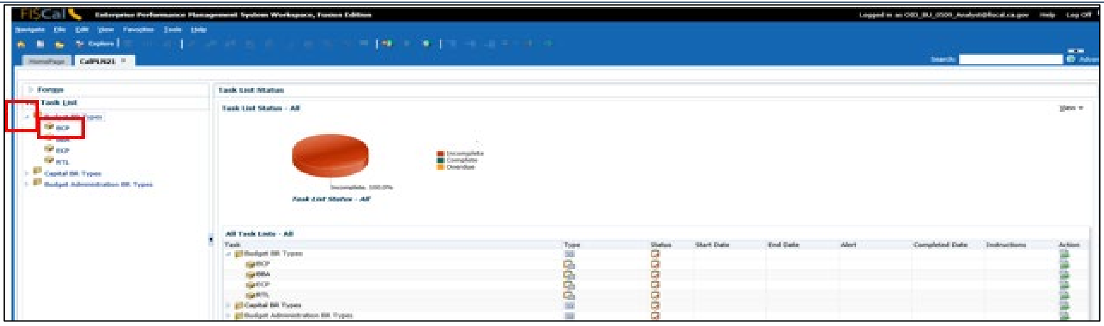
The following five general steps need to be performed to upload each individual BR.

Create a BR in Hyperion (CalPLNXX) where the data will be loaded

CalPLN21 is used when building the 2021-22 Budget, CalPLN22 is used when building the 2022-23 Budget, CalPLN23 is used when building the 2023-24 Budget, etc. In this example, we will be using **CalPLN21** as this BCP is proposed to be included in the 2021-22 Budget.

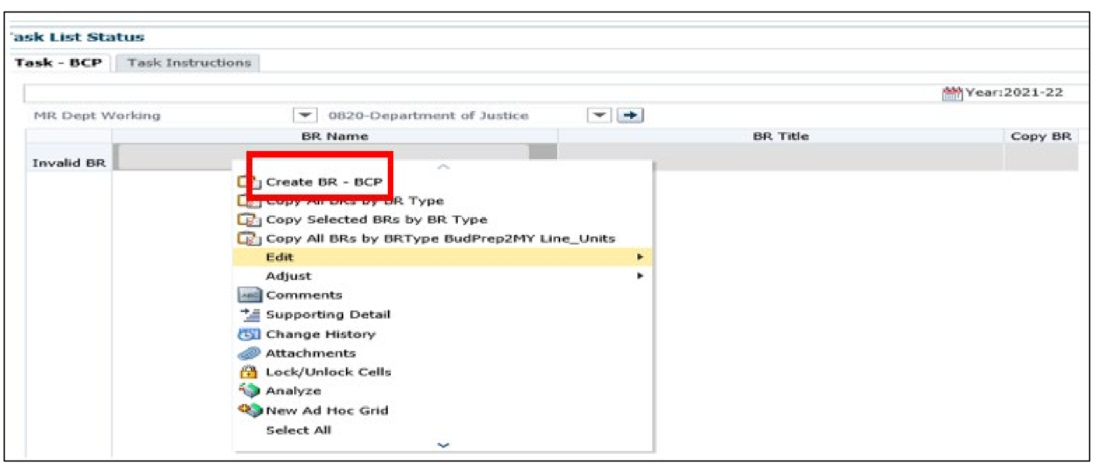
Steps	Description
1	Log into Hyperion and click on CalPLNXX under Applications Planning. 
2	Click on the **Budget BR Types arrow**, then click on the **BCP** option under Budget BR Types in the My Task List page. (In this example, we use the BCP BR type. However, users must select the appropriate BR type, such as BBA, ECP, etc., as applicable.)

Steps | **Description**



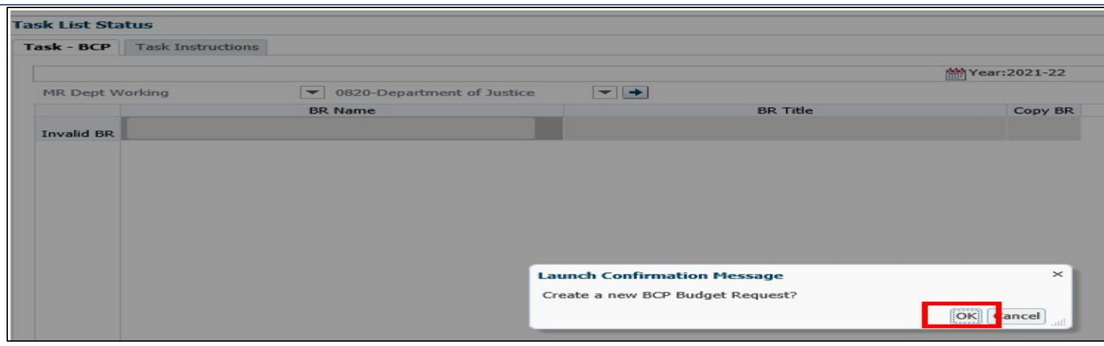
3 Select appropriate **Version** and **Entity** from the drop-down menus, and verify that the default **fiscal year** (located just above and to the right of the Entity drop-down box) is that of the Budget being built. In this example, we selected **MR Dept Working** for **Version**, **0820-Department of Justice** for **Entity**, and **2021-22** for **Year** (default). Click the **Go** button (the arrow sign directly to the right of the Entity name drop-down box).

4 Right click on the white area under the column labeled BR Name. A drop-down box containing several clickable options will appear. Click on the **Create BR-BCP** option from the drop-down menu.

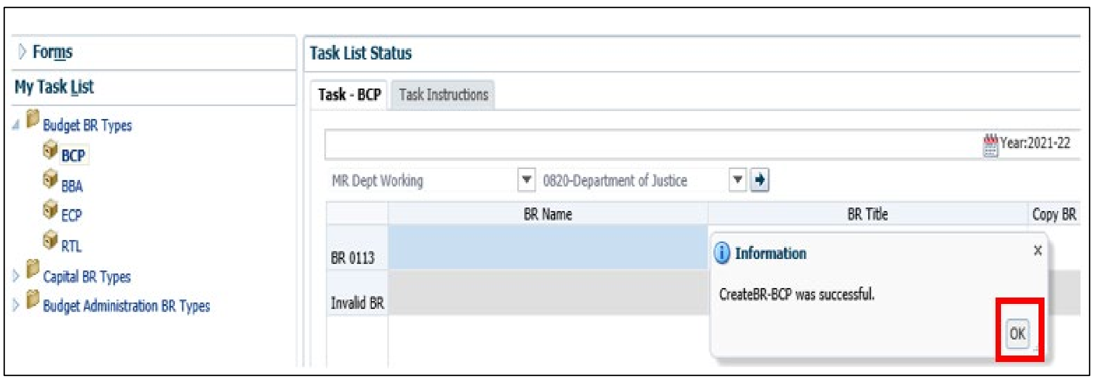


5 Select "**OK**" from the Launch Confirmation Message window.

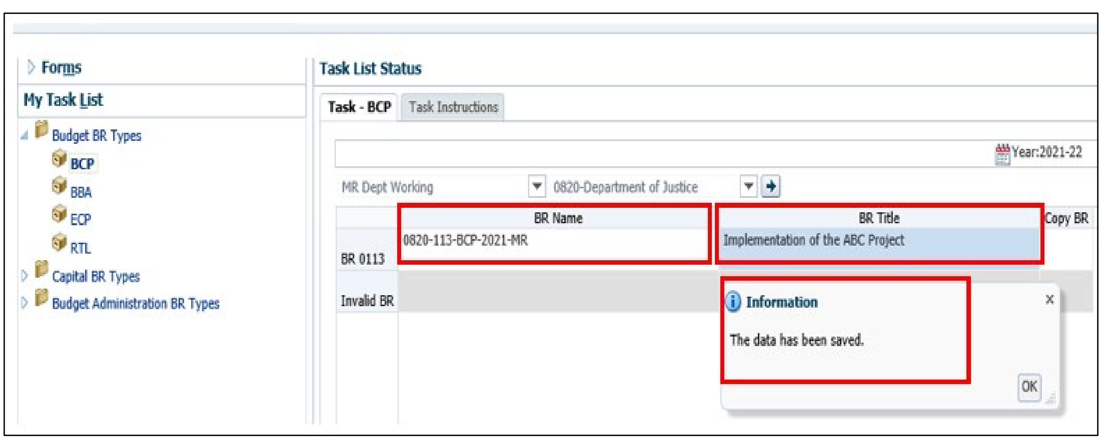
Steps | **Description**



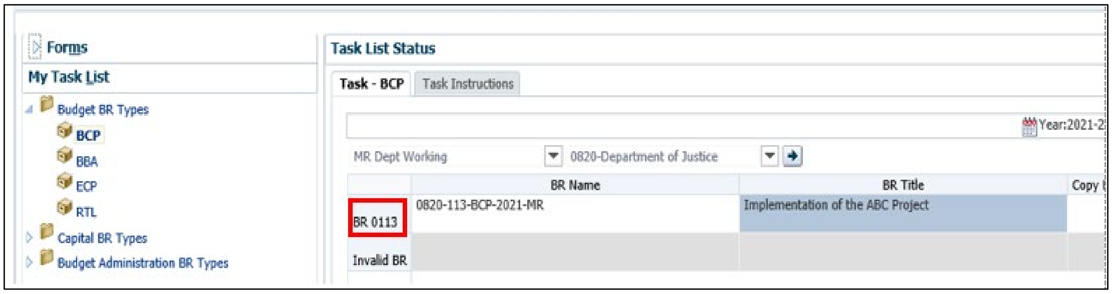
6 Select "**OK**" from the Confirmation window containing the, "Create BR-BCP was successful" message.



7 Click in the **BR Name** cell next to the BR 0113, then type in the **BR name** (the BR Name must use a unique naming convention to post accurate detail in Hyperion.) and **BR title**. Refer to the latest version of the "Budget Request Naming Convention in Hyperion" guide on Finance's "FI$Cal Resources for Budget" website. In this example, we use "**0820-113-BCP-2021-MR**" as the **BR name** and "**Implementation of ABC Project**" as the **BR title**. Click the **save icon** (computer disk on menu bar) and click "**OK**" on the pop-up message to confirm your data has been saved.



Steps	Description
8	Write down the **<u>unique BR identifier number</u>.** (It is a four-digit number, such as **BR 0113** in the example shown below). This unique identifier number is needed to connect the upload template to the BR in Hyperion.

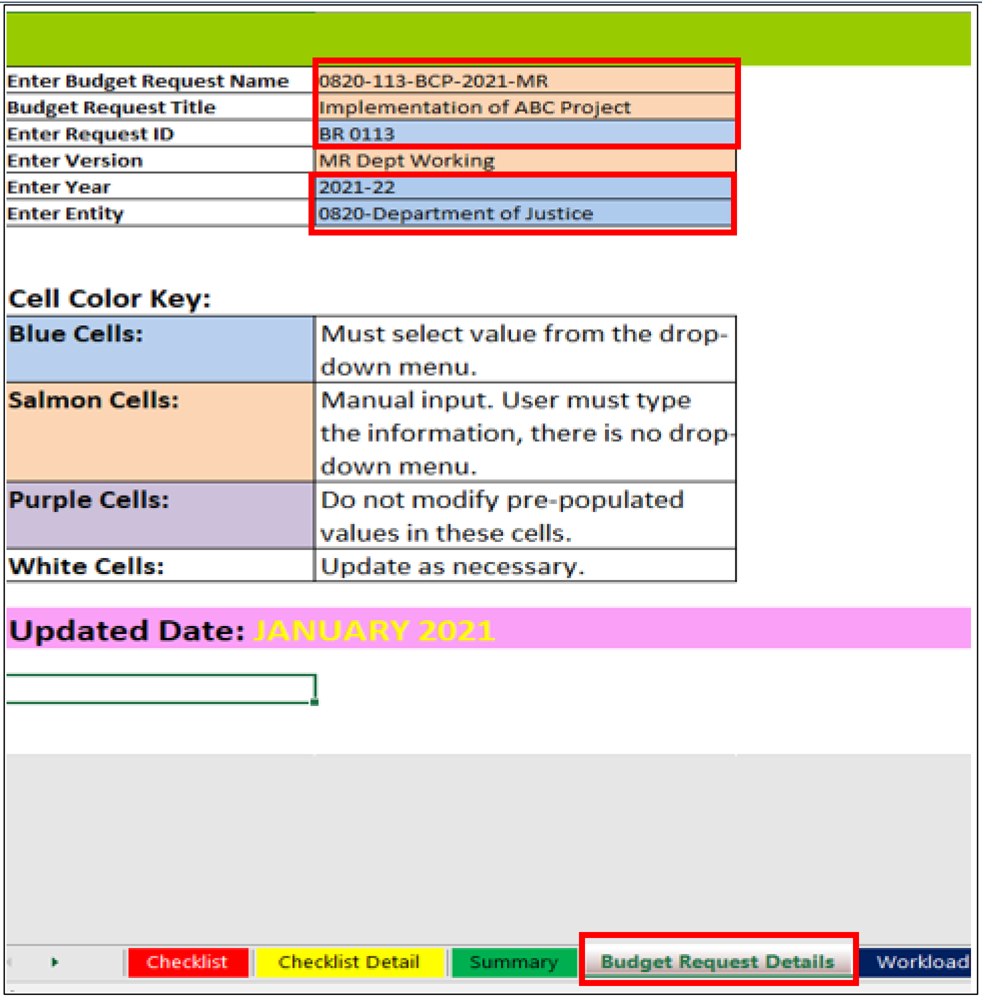


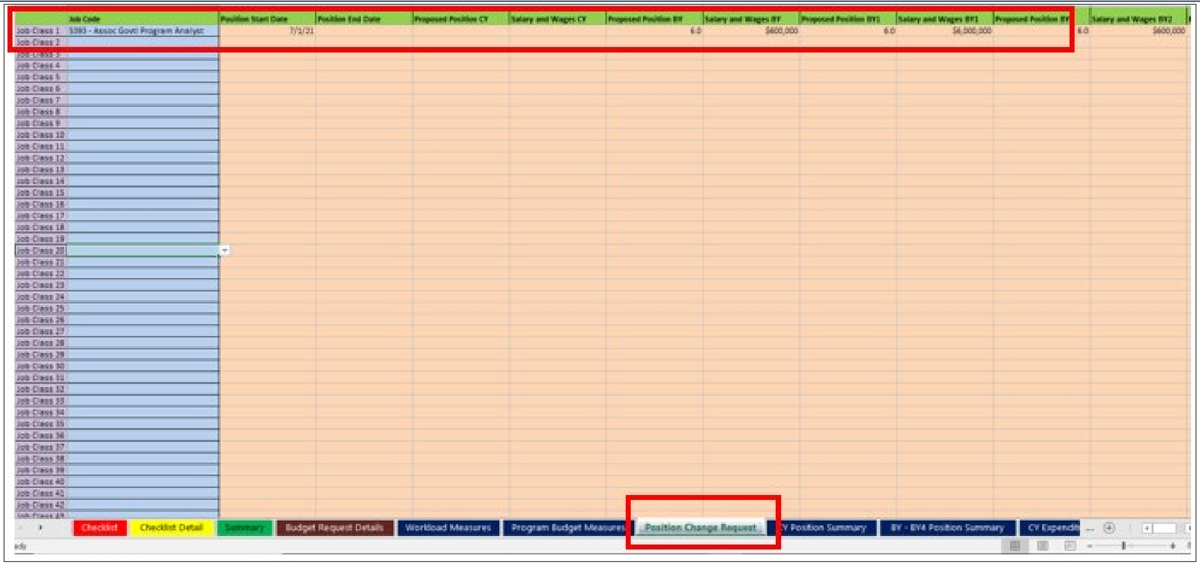
Obtain and populate the latest available upload template in Excel (master) from Department of Finance

Finance distributes upload templates for a BCP, BBA, RTL, and ECP BR (Note: the BCP upload template is also used for an ECP BR) twice a year (after Governor's Budget [late January/early February] for the spring budget process and after Budget Enactment [late July/early August] for the fall budget development process) to the Budget Operations mailing list. To receive the latest upload templates, please sign up to receive emails from the Budget Operations mailing list here: https://dof.ca.gov/department-mailing-lists/ or contact your respective Finance Budget Analyst.

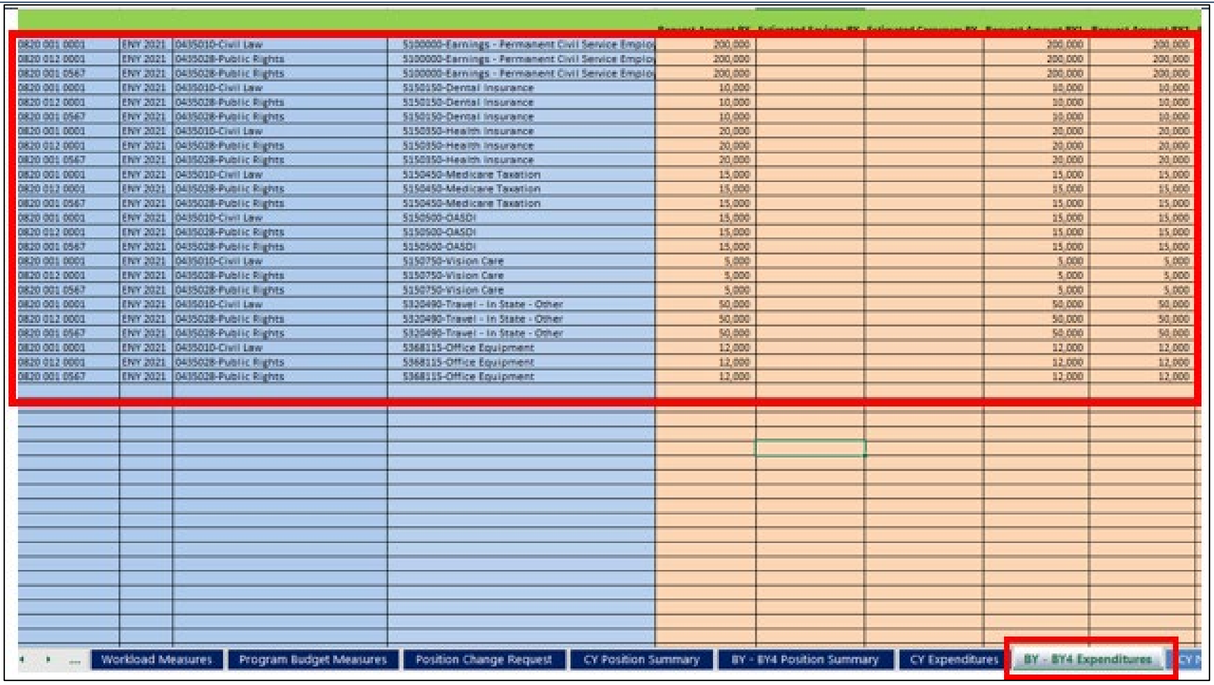
In this example, because we are creating a BCP BR, we will use the "BCP Excel Upload Template Workbook."

Steps	Description
1	On the **Budget Request Details** tab, in the cells next to the **Enter Budget Request Name** and **Budget Request Title**, enter the BR Name and BR Title that correspond to the BR you created in Hyperion. In this example, we use **0820-113-BCP-2021-MR** as the BR name and **Implementation of ABC Project** as the BR title. Click in the blue cell next to **Enter Request ID** and click on the arrow drop-down. Scroll down and select the Unique BR Identifer number that you wrote down.) In this example, we use **BR 0113**. The Version and Year will be prepopulated (however, please ensure that the version and year correspond with the version and fiscal year noted). Click in the blue cell next to **Enter Entity** and click on the arrow drop-down to select your Entity. In this example, we use MR Dept Working for version, 2021-22 for Year, and **0820-Department of Justice** for Entity. A user can select other versions and entities as appropriate.

Steps	Description
	
2	Input position and expenditure data. (In this example, we use the BCP template and only input position and expenditure data. Note: Revenue data is entered in a RTL template). As such, **data** was entered in the **Position Change Request**, **BY-BY4 Position Summary**, and **BY-BY4 Expenditures** tabs.

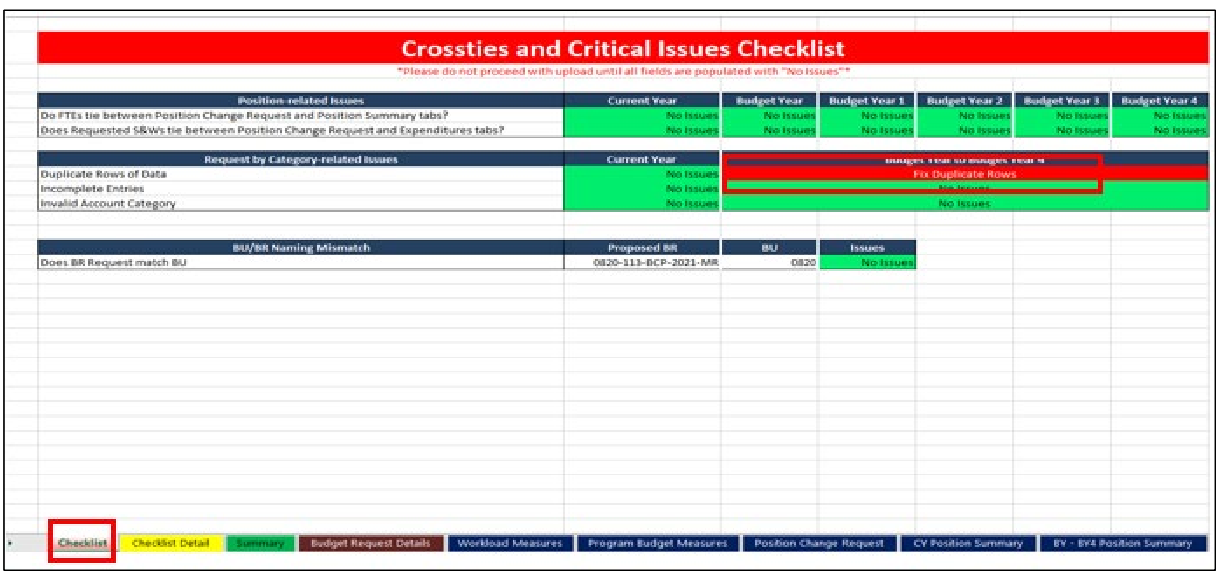
Steps	Description
	 

Steps	Description



0820 001 0001	ENY 2021	0435010-Civil Law	5100000-Earnings - Permanent Civil Service Emplo	200,000			200,000	200,000
0820 012 0001	ENY 2021	0435028-Public Rights	5100000-Earnings - Permanent Civil Service Emplo	200,000			200,000	200,000
0820 001 0567	ENY 2021	0435028-Public Rights	5100000-Earnings - Permanent Civil Service Emplo	200,000			200,000	200,000
0820 001 0001	ENY 2021	0435010-Civil Law	5150150-Dental Insurance	10,000			10,000	10,000
0820 012 0001	ENY 2021	0435028-Public Rights	5150150-Dental Insurance	10,000			10,000	10,000
0820 001 0567	ENY 2021	0435028-Public Rights	5150150-Dental Insurance	10,000			10,000	10,000
0820 001 0001	ENY 2021	0435010-Civil Law	5150350-Health Insurance	20,000			20,000	20,000
0820 012 0001	ENY 2021	0435028-Public Rights	5150350-Health Insurance	20,000			20,000	20,000
0820 001 0567	ENY 2021	0435028-Public Rights	5150350-Health Insurance	20,000			20,000	20,000
0820 001 0001	ENY 2021	0435010-Civil Law	5150450-Medicare Taxation	15,000			15,000	15,000
0820 012 0001	ENY 2021	0435028-Public Rights	5150450-Medicare Taxation	15,000			15,000	15,000
0820 001 0567	ENY 2021	0435028-Public Rights	5150450-Medicare Taxation	15,000			15,000	15,000
0820 001 0001	ENY 2021	0435010-Civil Law	5150500-OASDI	15,000			15,000	15,000
0820 012 0001	ENY 2021	0435028-Public Rights	5150500-OASDI	15,000			15,000	15,000
0820 001 0567	ENY 2021	0435028-Public Rights	5150500-OASDI	15,000			15,000	15,000
0820 001 0001	ENY 2021	0435010-Civil Law	5150750-Vision Care	5,000			5,000	5,000
0820 012 0001	ENY 2021	0435028-Public Rights	5150750-Vision Care	5,000			5,000	5,000
0820 001 0567	ENY 2021	0435028-Public Rights	5150750-Vision Care	5,000			5,000	5,000
0820 001 0001	ENY 2021	0435010-Civil Law	5320490-Travel - In State - Other	50,000			50,000	50,000
0820 012 0001	ENY 2021	0435028-Public Rights	5320490-Travel - In State - Other	50,000			50,000	50,000
0820 001 0567	ENY 2021	0435028-Public Rights	5320490-Travel - In State - Other	50,000			50,000	50,000
0820 001 0001	ENY 2021	0435010-Civil Law	5368115-Office Equipment	12,000			12,000	12,000
0820 012 0001	ENY 2021	0435028-Public Rights	5368115-Office Equipment	12,000			12,000	12,000
0820 001 0567	ENY 2021	0435028-Public Rights	5368115-Office Equipment	12,000			12,000	12,000

Steps	Description
3	Verify the **Checklist** tab by making sure all crossties and critical issues checklist cells have no error messages. If there are error messages, you need to make corrections before proceeding (in this case, fix the duplicate rows). To address errors, review the data in the problem areas and make corrections.



Crossties and Critical Issues Checklist

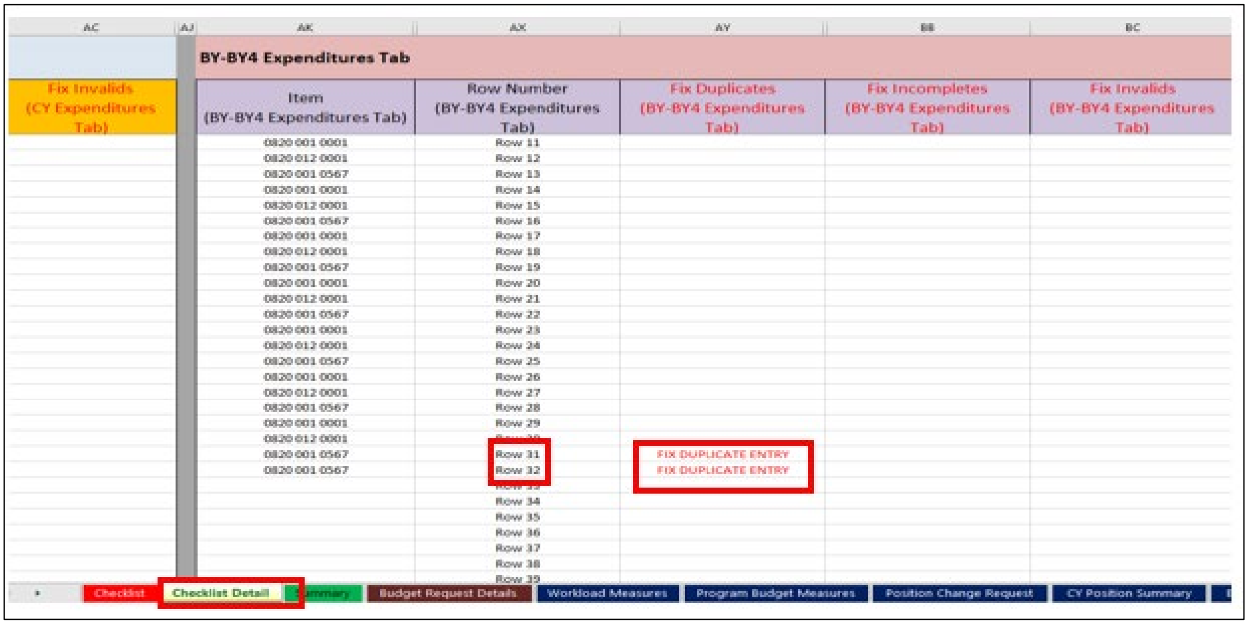
Please do not proceed with upload until all fields are populated with "No Issues"

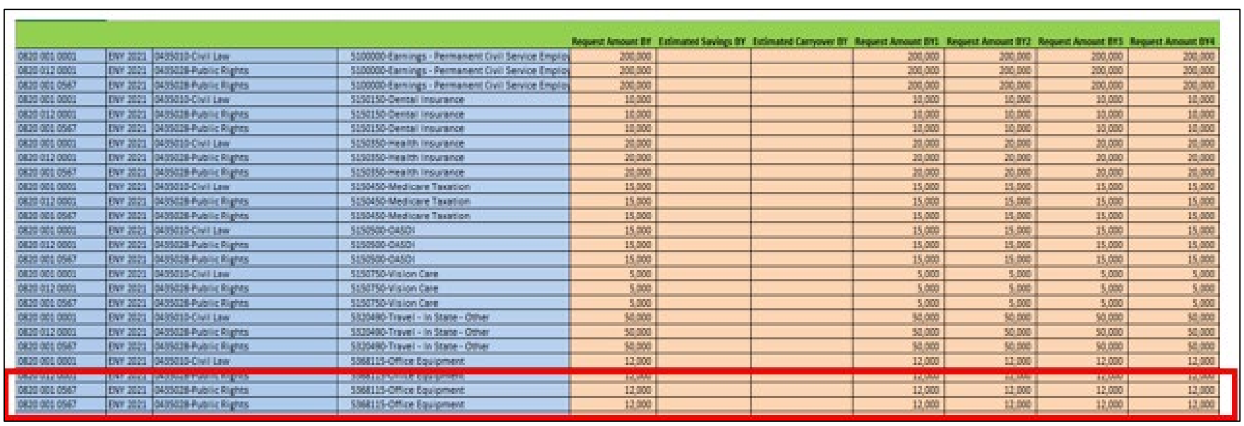
Position-related Issues	Current Year	Budget Year	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4
Do FTEs tie between Position Change Request and Position Summary tabs?	No Issues	No Issues	No Issues	No Issues	No Issues	No Issues
Does Requested S&Ws tie between Position Change Request and Expenditures tabs?	No Issues	No Issues	No Issues	No Issues	No Issues	No Issues

Request by Category-related Issues	Current Year	Budget Year to Budget Year 4
Duplicate Rows of Data	No Issues	Fix Duplicate Rows
Incomplete Entries	No Issues	No Issues
Invalid Account Category	No Issues	No Issues

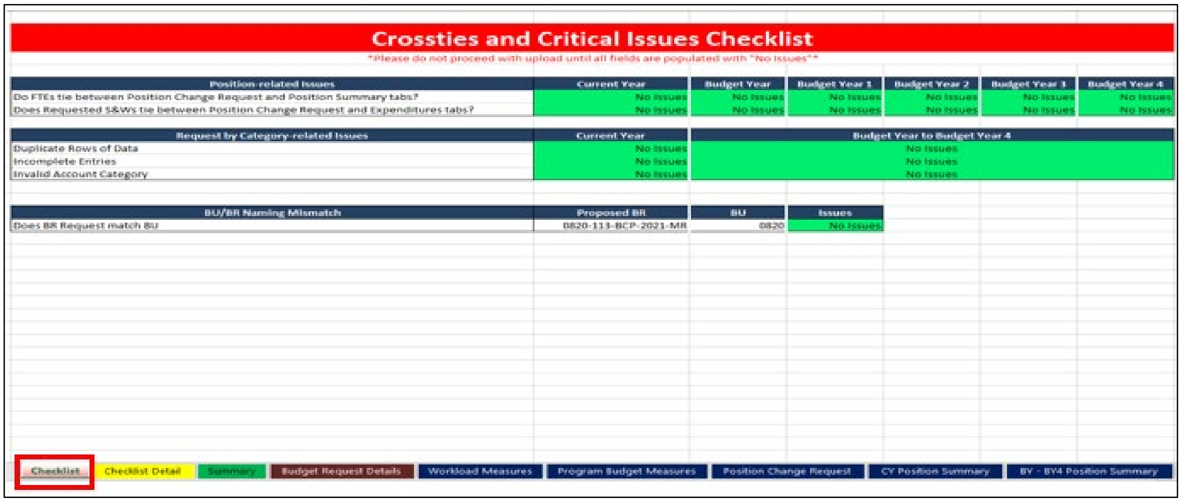
BU/BR Naming Mismatch	Proposed BR	BU	Issues
Does BR Request match BU	0820-113-BCP-2021-MR	0820	No Issues

Steps	Description
4	Users should click on the **Checklist Detail** tab to see the rows where the errors exist. In this example, there are **duplicate entries in rows 31 and 32** in the **BY-BY4 Expenditures** tab. Correct any errors and re-verify the **Checklist** tab again to make sure that any error messages have been addressed.





Steps	Description
	Note: Once errors are corrected, the Crossties and Critical Issues Checklist cells in the **Checklist** tab should read, "No Issues".



Crossties and Critical Issues Checklist

Please do not proceed with upload until all fields are populated with "No Issues"

Position-related Issues	Current Year	Budget Year	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4
Do FTEs tie between Position Change Request and Position Summary tabs?	No Issues	No Issues	No Issues	No Issues	No Issues	No Issues
Does Requested S&Ws tie between Position Change Request and Expenditures tabs?	No Issues	No Issues	No Issues	No Issues	No Issues	No Issues

Request by Category-related Issues	Current Year	Budget Year to Budget Year 4
Duplicate Rows of Data	No Issues	No Issues
Incomplete Entries	No Issues	No Issues
Invalid Account Category	No Issues	No Issues

BU/BR Naming Mismatch	Proposed BR	BU	Issues
Does BR Request match BU	0820-113-BCP-2021-MR	0820	No Issues

Steps	Description
5	Use the, "BEFORE Upload Template Checklist" to ensure the BR is properly created and the upload template is populated correctly. Refer to the latest version of the "Before and After Upload Template Checklists" on Finance's "FI$Cal Resources for Budget" website.

Save an extra copy of the populated Excel template (Smart View), which you will use to connect and upload the data to Hyperion

This Smart View version of the template will be used to connect to Hyperion and upload the data.

Steps	Description
1	Save the extra copy of the upload template on your computer. We recommend adding the term, "Smart View" to the end of the file name. For example, if your original excel file is named, "BCP_Template_BU0820_ABC Project", this extra copy could be named, "**BCP_Template_BU0820_ABC Project_Smart View**." **Note: This step is critical because if you connect the original Excel file to Hyperion, all of the populated data will be lost and not be retrievable. The original version will have your source data, and the Smart View version will be the file connected to Hyperion.**

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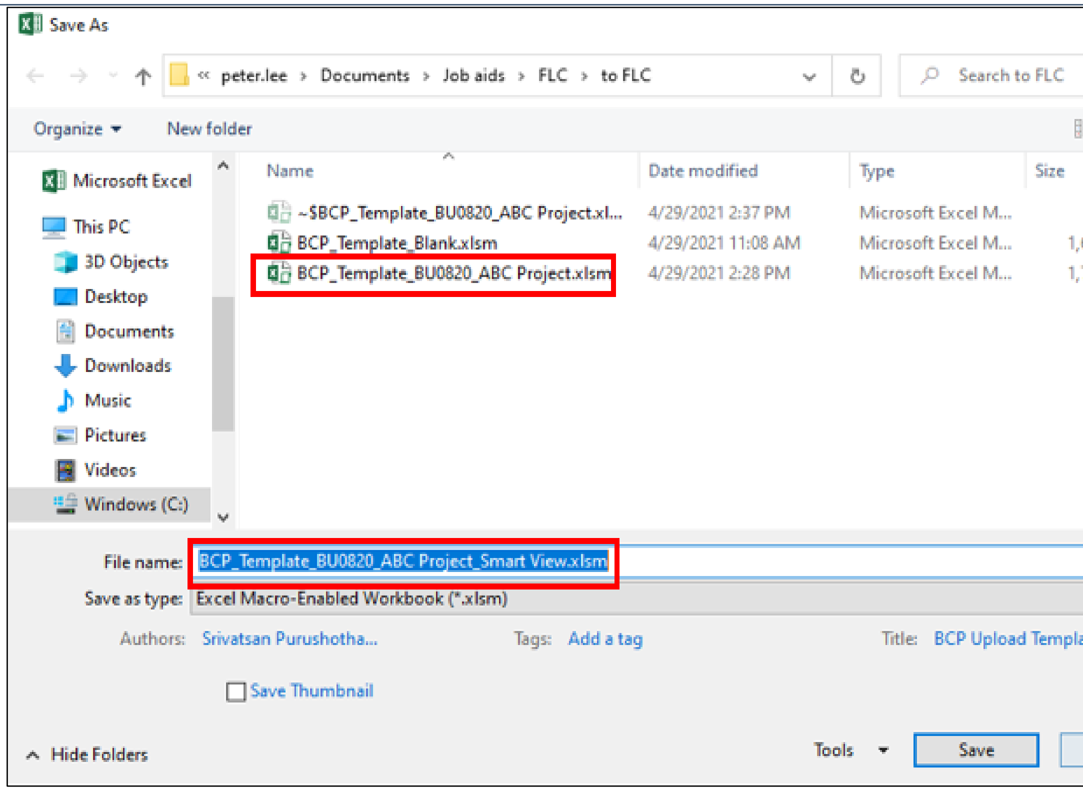
Steps	Description
	
2	Open the Smart View version of the upload template and navigate to the **BY-BY4 Expenditures** tab. 
3	Click the **Smart View tab** at the top right-hand side of the toolbar. Click the **Panel button** on the left-hand side. A **Smart View window** should appear on the right-hand side of the document.

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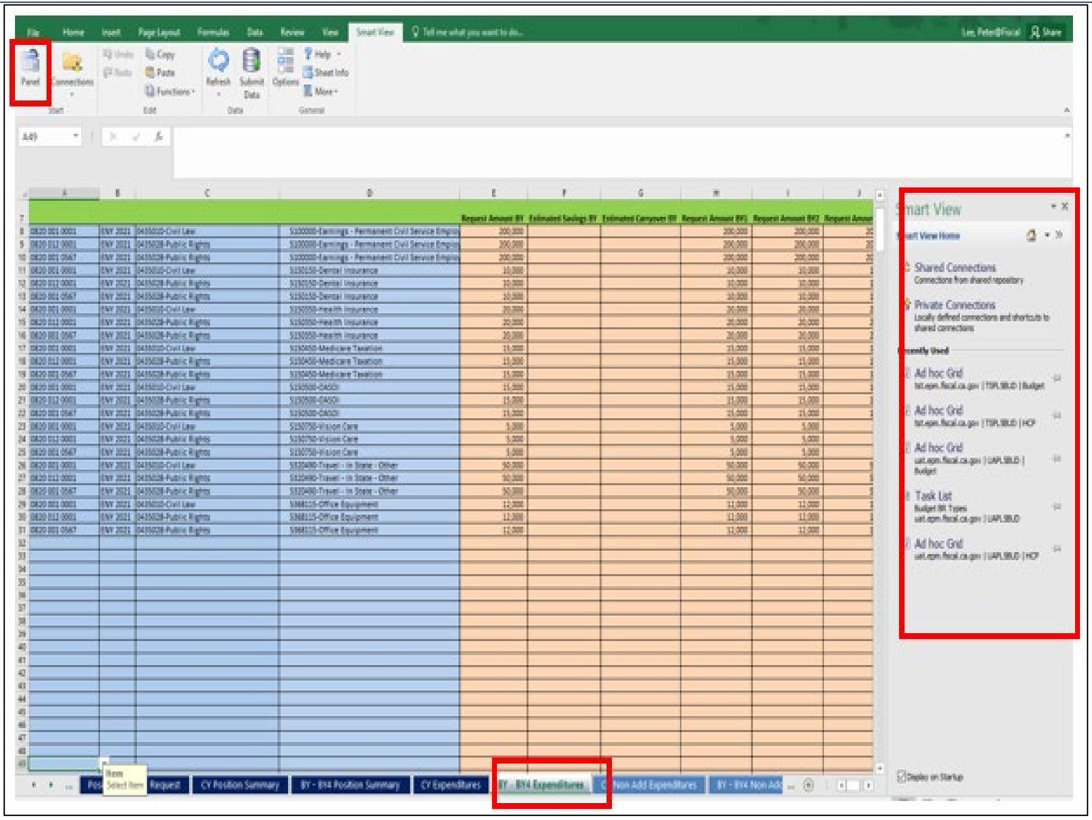
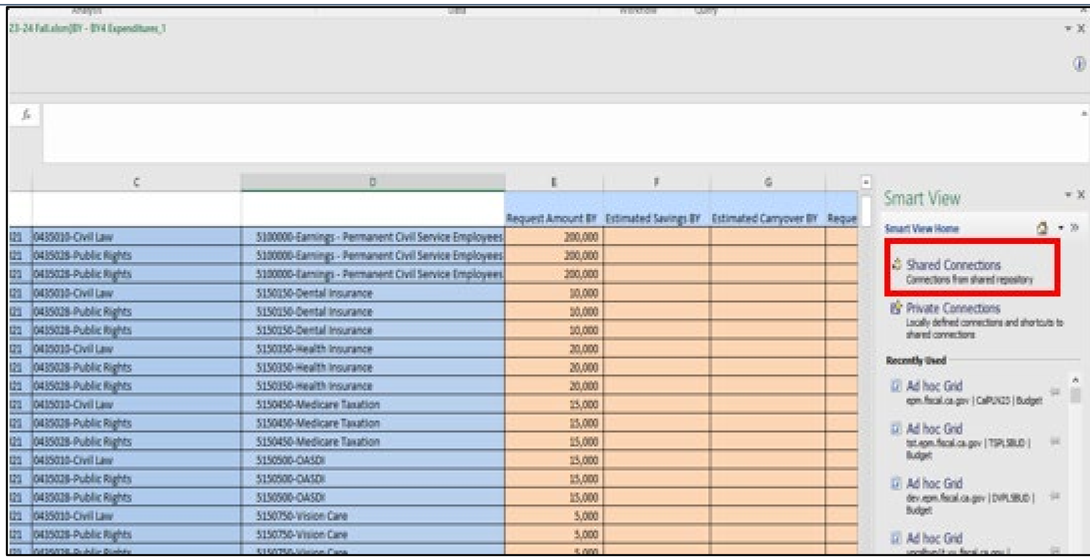
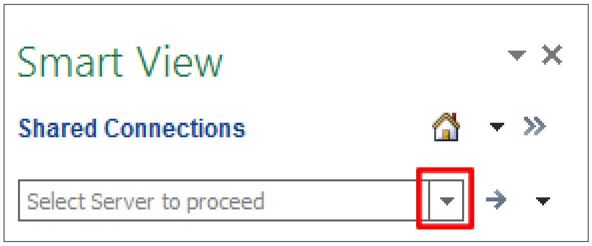
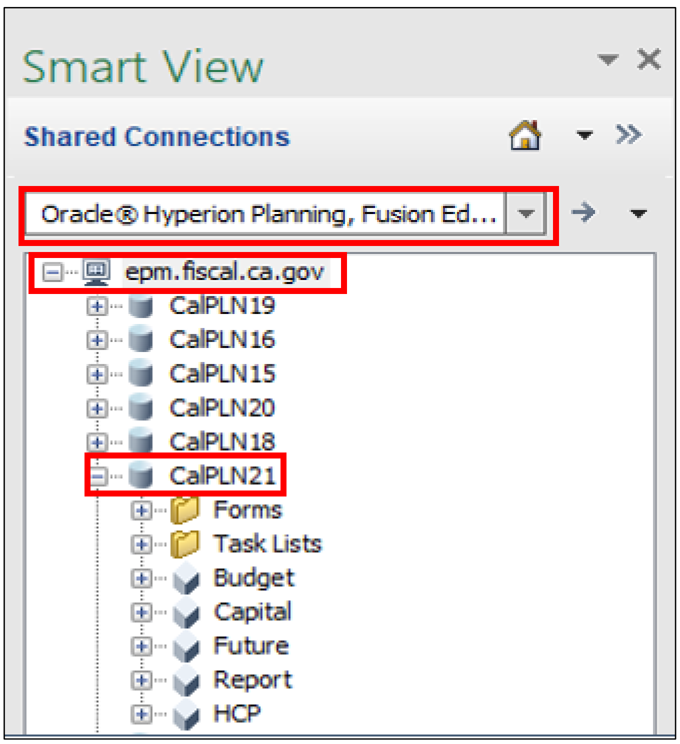
Steps	Description
	
4	Click on the **Shared Connections** button. When prompted, enter your Hyperion User Name and Password. Click the Connect button. (Make sure the URL address is: https://epm.fiscal.ca.gov/workspace/SmartViewProviders. If not, check your Excel Smart View settings by reviewing the latest version of the “FI$Cal.079 – Configure Microsoft Excel Smart View Settings for Hyperion” job aid.

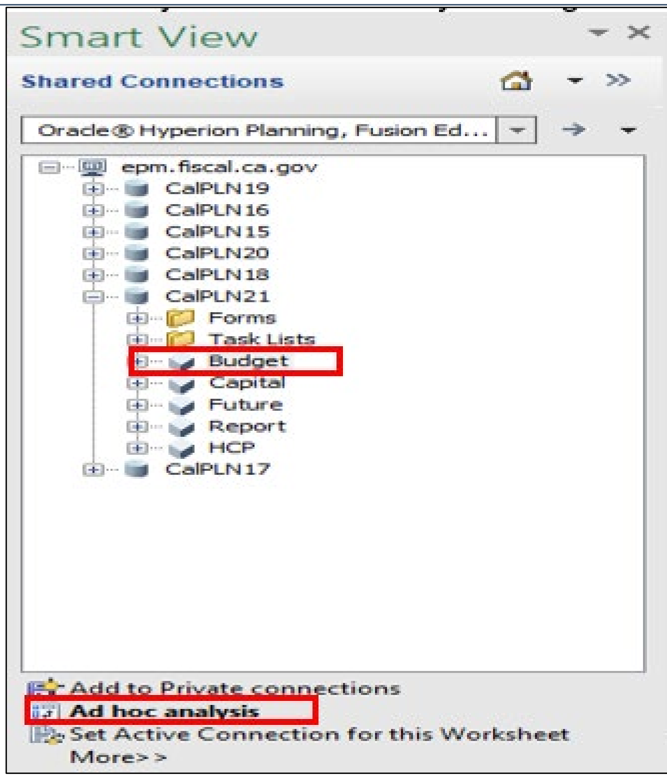
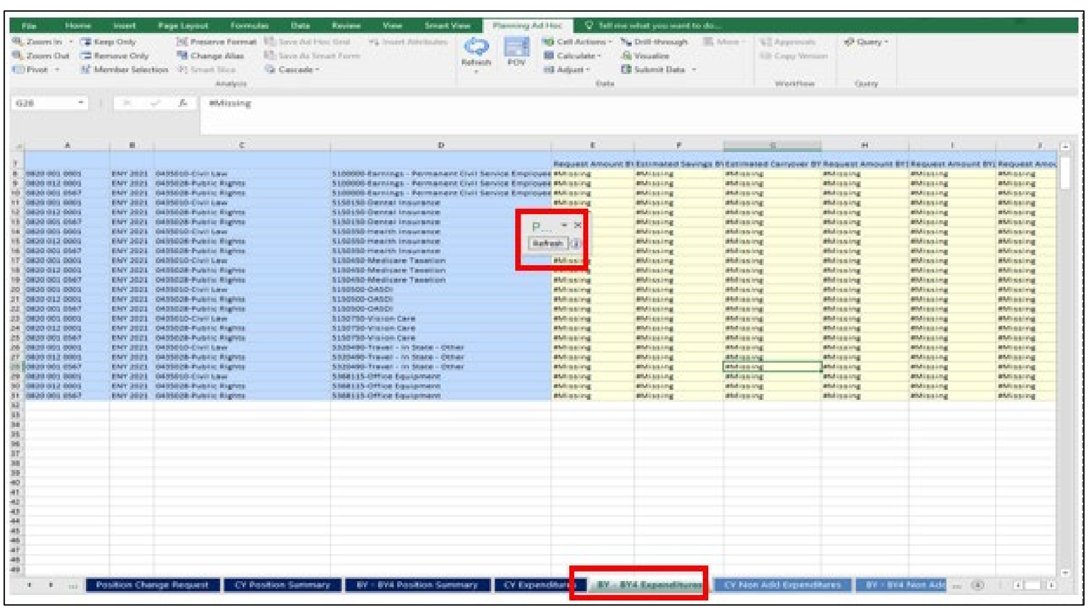
Steps	Description
	

Steps	Description

If unable to log in, please go to the latest version of the "FISCal.079 - Configure Microsoft Excel Smart View Settings for Hyperion" job aid by navigating to the FI$Cal Learning Center login page FI$Cal Learning Center Website link, entering your FI$Cal user name, password, click login, selecting By Business Process under Browser Training, selecting Hyperion Budgeting (BU) link, select the job aid "FISCal.079 - Configure Microsoft Excel Smart View Settings for Hyperion" job aid to properly configure the settings.).

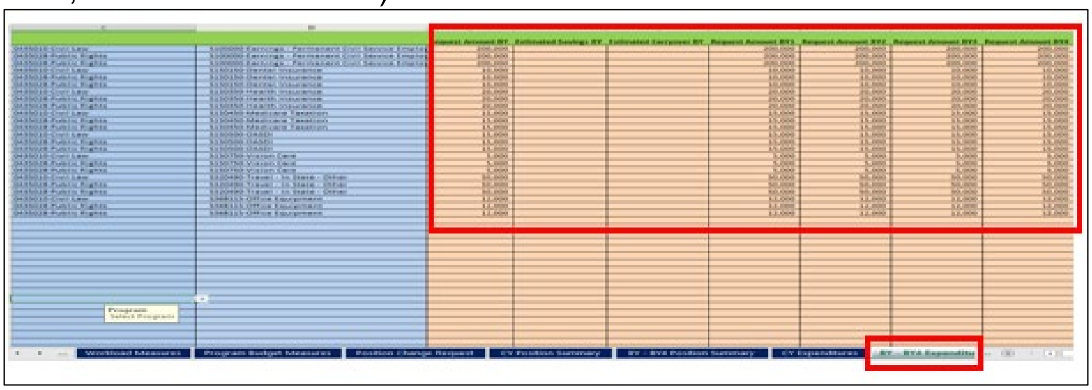
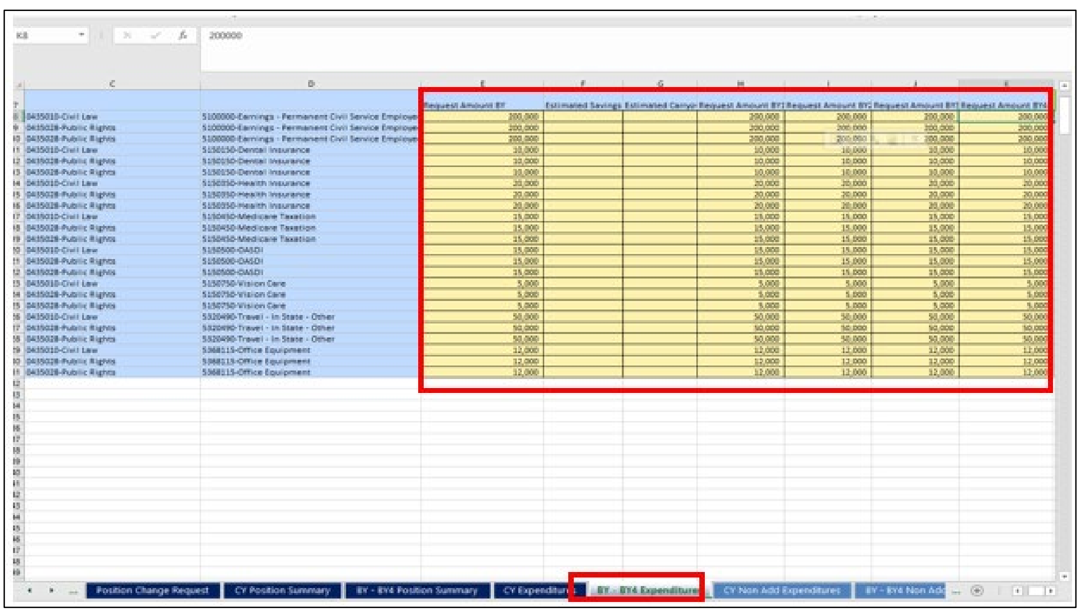
Note: In the Option Advance setting's URL address, make sure that the URL address is: **https://epm.fiscal.ca.gov/workspace/SmartViewProviders**.

Steps	Description
5	Click the, **"Select Server to proceed" drop-down arrow.** 
6	Choose the, "**Oracle® Hyperion Planning, Fusion Edition**" option, expand the **epm.fiscal.ca.gov** option (use the (+) button), and expand the **CalPLN21** option (use the (+) button). 
7	Double left click on the **Budget** option, and click on the **Ad hoc analysis** option at the bottom. Each tab containing data needs to be connected individually to Smart View by clicking the Ad hoc analysis option.

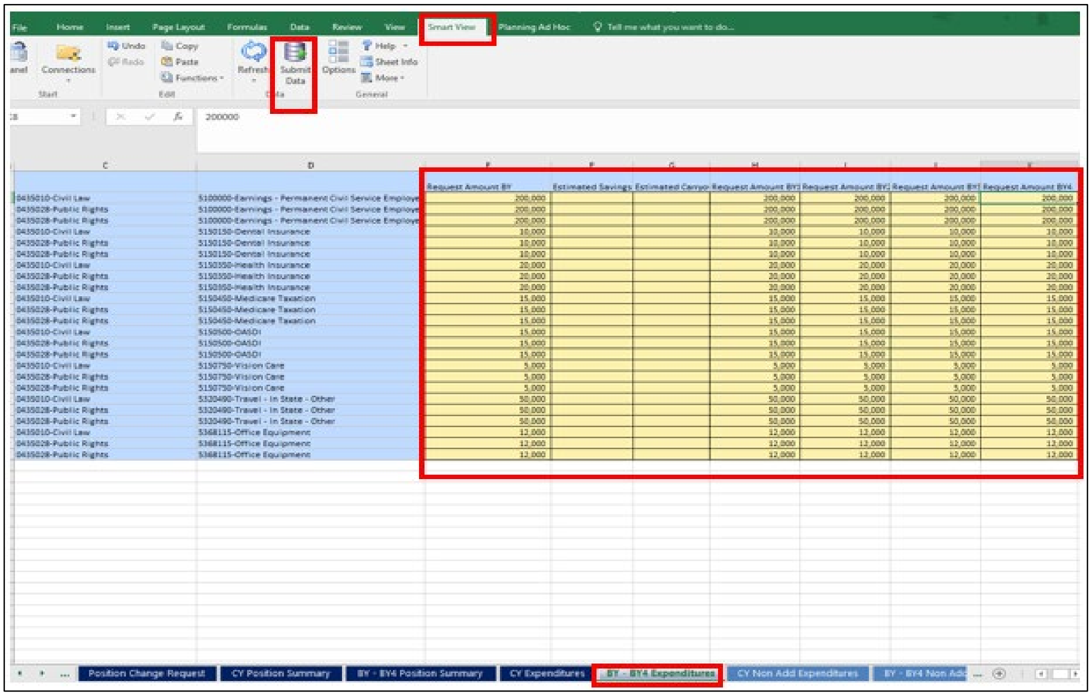
Steps	Description
	
8	Close the pop-up refresh window by clicking the “**X**” in the top right-hand corner. (#Missing appears in the data cells, which means that the Smart View template is connecting to Hyperion and no data is in the BR, yet.) 

Copy and paste your data from your master template (the original one with your source data) into the Smart View version, and upload the connected version

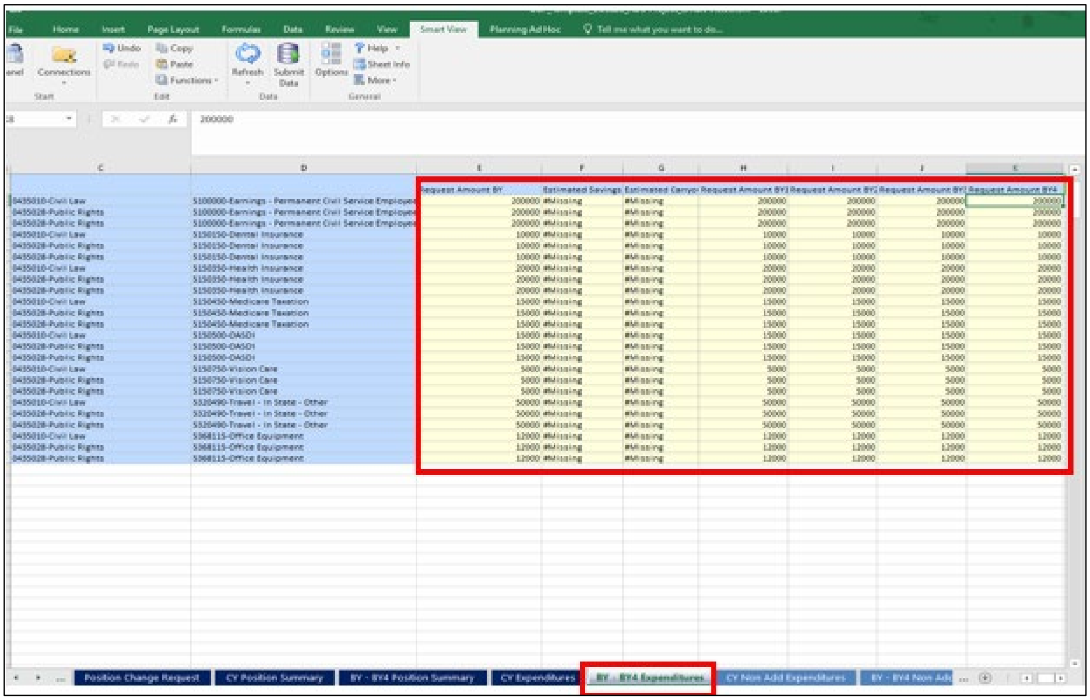
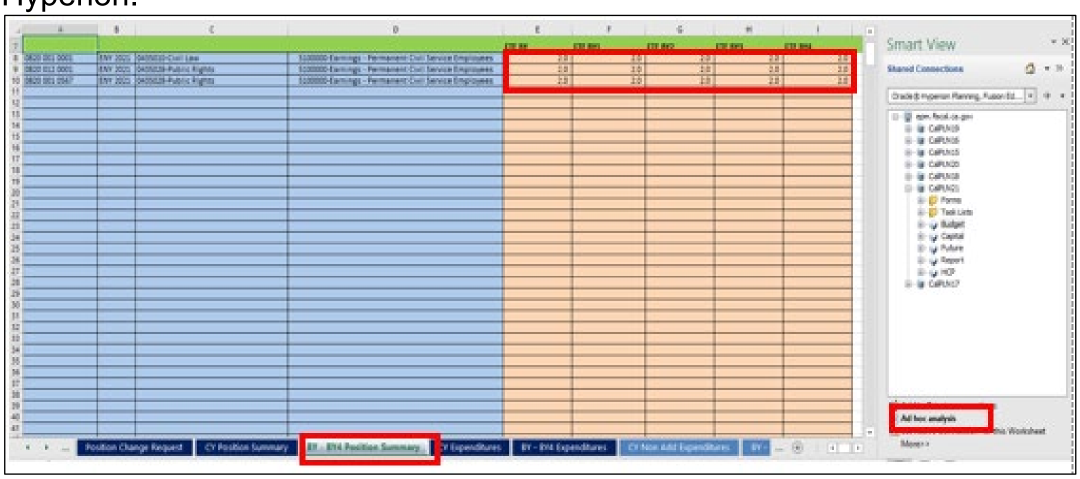
Each tab containing data needs to be uploaded individually as shown in steps 1-4.

Steps	Description
1	Open the master template (the original one with your source data), navigate to the **BY-BY4 Expenditures** tab, and copy **all the dollar values** (in this case, from cells **E8 to K31**). 
2	Paste the dollar values onto the **BY-BY4 Expenditures** tab of the Smart View version in the **same cell locations** as the source (in this case, from cells **E8 to K31**). 

Steps	Description
3	Click the **Submit Data** icon in the **Smart View** tab to upload **data** to Hyperion.



Steps	Description
4	Data has now been successfully uploaded into the BR 0113 previously created in Hyperion and specified on the Budget Request Details tab of the upload template. Note the upload template values changed to a light-yellow background color after uploading signifying the upload into the Hyperion BR

Steps	Description
	was successful. 
5	For position data, go to the **BY-BY4 Position Summary** tab on the Smart View version of the template, click the **Ad hoc analysis** option to reconnect to Smart View and repeat steps 1 through 4 to upload data into the BY-BY4 Position Summary tab in Hyperion. Users need to make sure that **all of the position data** is copied and pasted to the same cell locations as in the master template. Otherwise, the source data will not be correctly uploaded to Hyperion. 
6	To upload the data in the Position Change Request tab, go to the **Position Change Request** tab in the Smart View version of the template. Change the

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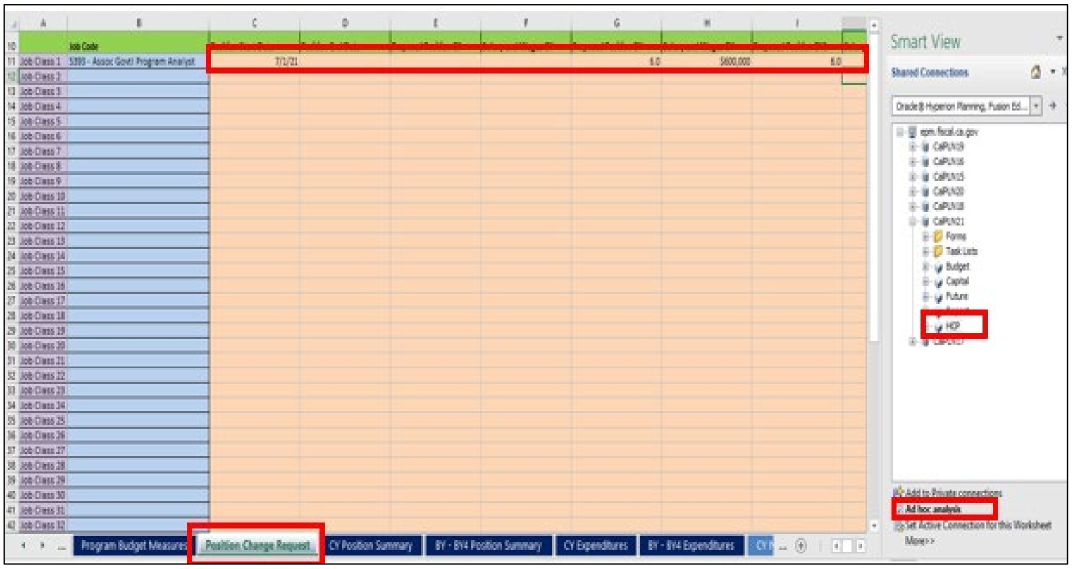
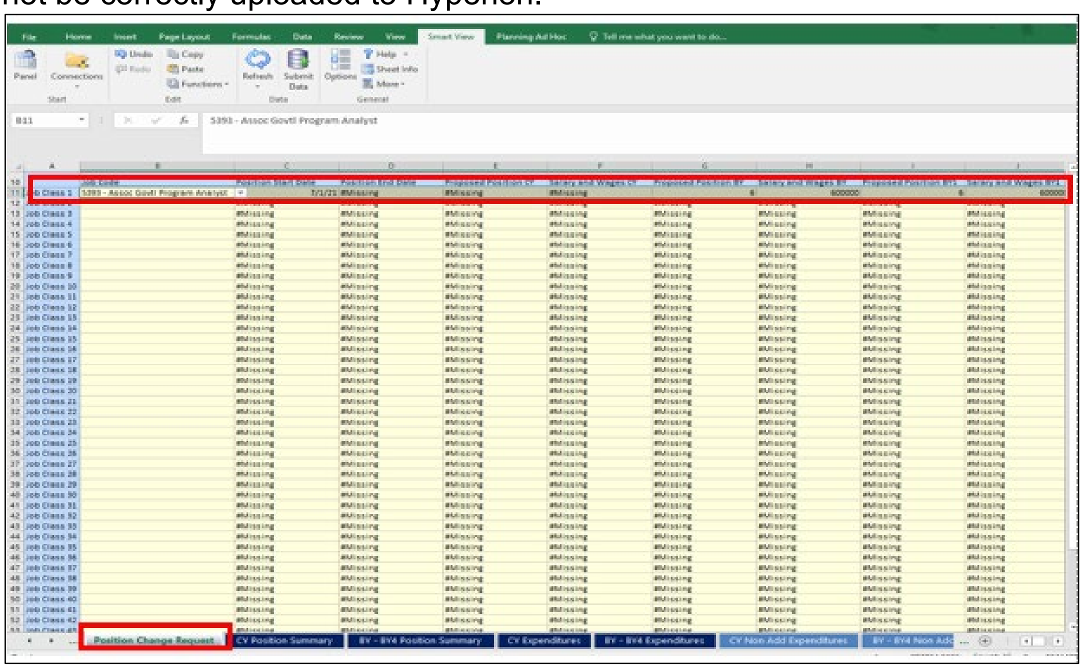
Steps	Description
	shared connections from Budget to HCP by double left clicking on **HCP**. Click on **Ad hoc analysis**. Close the pop-up refresh window.



Steps	Description
7	Repeat steps 1 through 4 to upload Position Change Request data. Users need to make sure that all of the position data is copied and pasted to the same cell locations as in the master template. Otherwise, the source data will not be correctly uploaded to Hyperion.



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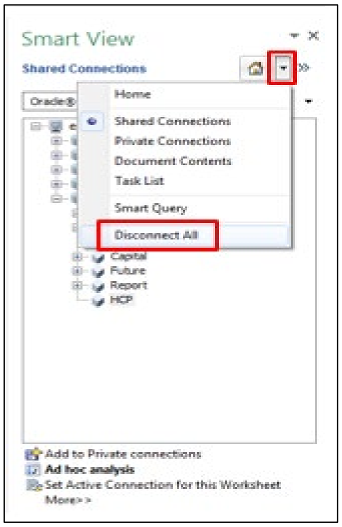
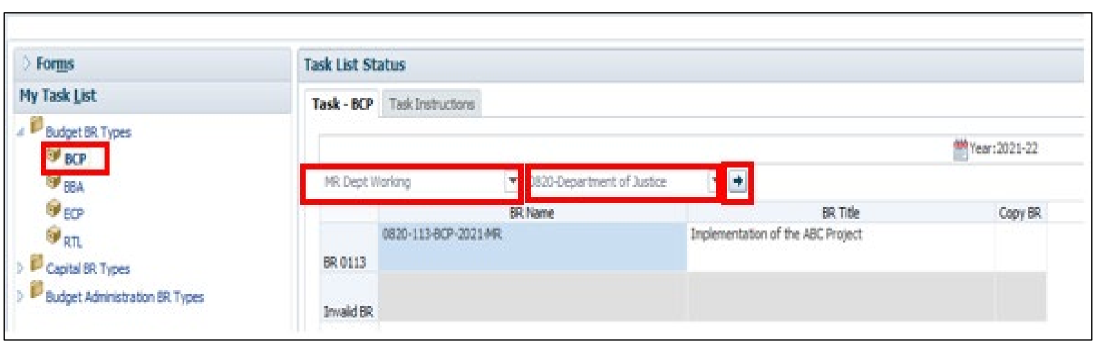
Steps	Description
8	Click the **drop-down arrow** next to the home icon in the Smart View version of the BCP template (the home icon looks like a house), select the **Disconnect All** option to disconnect the connection between Smart View and Hyperion. (Optional: Click save under the File drop-down menu to save a copy of the template containing the uploaded data, and close both templates.)



Validate loaded data in Hyperion to ensure that all of your data was correctly uploaded

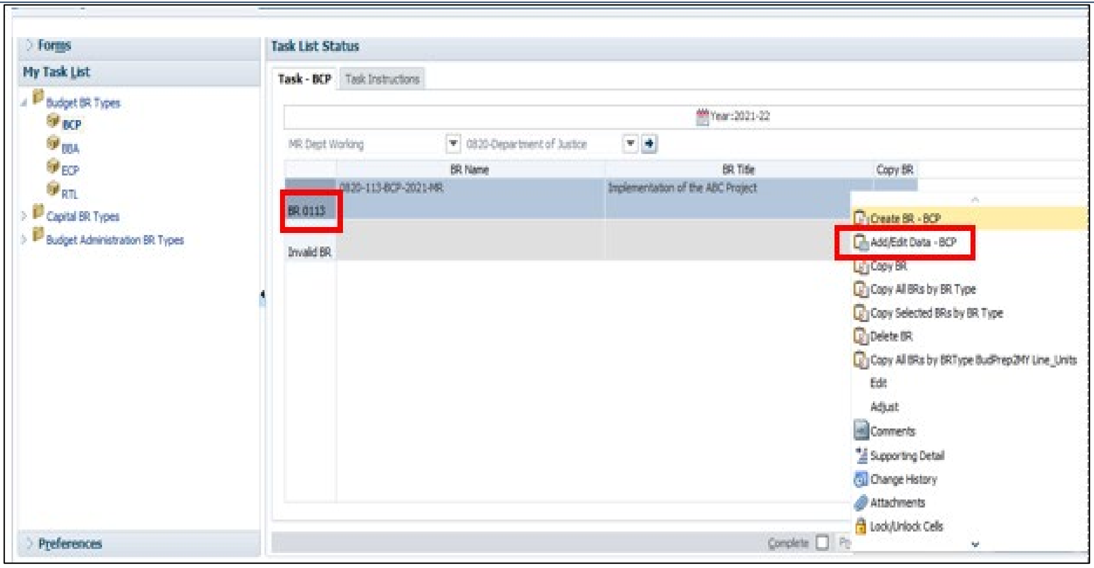
Log in to Hyperion and navigate back to the appropriate parameters.

Steps	Description
1	In this example, use **BCP** for Budget BR type, **MR Dept Working** for Version, and **0820-Department of Justice** for Entity, and click the **Go** button.

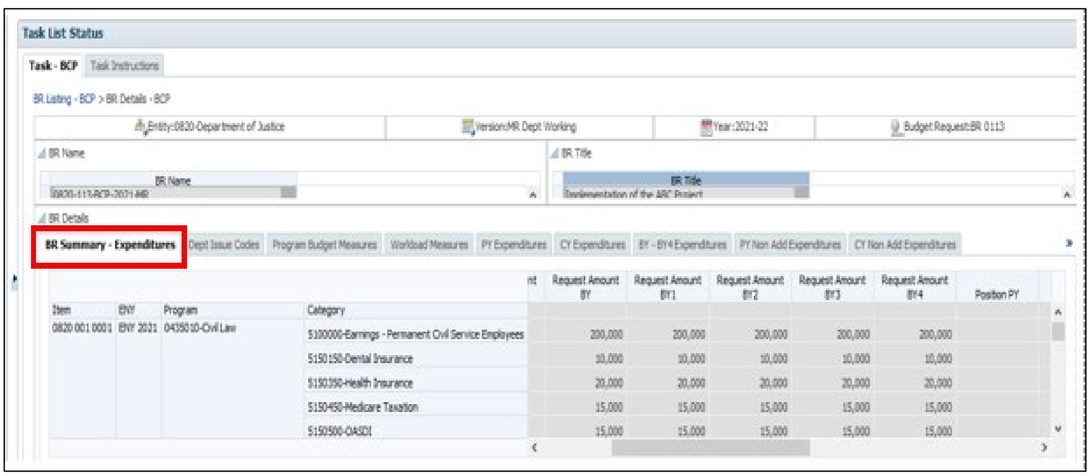


2	Right-click the **unique BR identifier number** (in this case, **BR 0113**). Select the, "**Add/Edit Data - BCP**" option from the drop-down menu.

Steps | **Description**



3 Navigate to the **BR Summary - Expenditures** tab to verify the data uploaded through the template and validate the total position and expenditure amounts by Item and by year. To validate other information uploaded to the BR, but not displayed on the BR Summary – Expenditures tab, run a Hyperion report.



4 Use the “AFTER Upload Template Checklist” to ensure the data is uploaded correctly. Refer to the latest version of the “Before and After Upload Template Checklists” on Finance’s “FI$Cal Resources for Budget” website.

END.

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Appendix

Key Words

N/A

Definitions

N/A

Reference Materials

FI$Cal Learning Center website

FISCal.079 - Configure Microsoft Excel Smart View Settings for Hyperion

Revision Table

Date	Version	Update Description
09/25/2023	8.0	Updated Department of Finance hyperlinks and narrative to be consistent with the current process.
04/13/2023	7.0	Updated Department of Finance hyperlinks. Added steps for FI$Cal Privacy Policy and sign in Welcome page, how to obtain latest upload templates from Finance.
02/10/2023	6.0	Updated title to Uploading Budget Templates in Hyperion.
02/08/2022	5.0	Updated Departments to obtain upload templates directly from Department of Finance Business Operations notification or Finance Budget Analyst.
07/09/2021	4.0	Updated narrative and screen shots to be consistent with the current process. Updated to conform to FI$Cal Learning Center deployment.
08/15/2019	3.0	Updated narrative and screen shots to be consistent with the current process.
08/08/2018	2.0	Updated narrative and screen shots to be consistent with the current process.

Contacts

For questions about this job aid, please contact the FI$Cal Client Training Section at FiscalLearningCenter@fiscal.ca.gov